



## **Supplemental Educational Services (SES) Provision Step-by-Step Process**

### **Step 1 – Set-aside for SES and Public School Choice**

- ☐ Set aside up to 20% of your Title I allocation in Activities section of consolidated application to implement public school choice and SES
- ☐ District selects which per-pupil option (from the Office of Federal Title Programs) it will use for the entire school year
  - Determines the estimated number of students you will be able to serve

### **Step 2 – Identify Eligible Students**

- ☐ Identify the eligible students from low-income (i.e., free and reduced lunch) families
- ☐ Develop a priority system using objective criteria to use in the event you receive more requests from parents than you are able to serve

### **Step 3 – Become Knowledgeable on State-Approved Providers**

- ☐ Retrieve the most current list of North Dakota-approved supplemental services providers from the NDDPI website
- ☐ Learn as much as you can about the approved providers that could serve students in your school, including those in your general geographic area and on-line
- ☐ Determine if the provider requires certain assistance from the school and make arrangements, if possible, to provide these services
- ☐ Consider hosting an open house at the school to allow providers a chance to visit with eligible parents about the services they could provide

### **Step 4 – Parent Notification (First Notice)**

- ☐ Design a parent packet for mailing to homes of eligible students including the following:
  - A letter informing parents of AYP report and the school's placement in the program improvement timeline
  - First Notice – A letter (separate or as part of the AYP letter) informing them of the opportunity to participate in SES
  - If the school believes there will be more demand for SES than there will be funds available, the school must also explain that it has developed a priority system giving priority to the lowest-achieving eligible students at the school
  - A list of the state approved SES providers
  - An overview of the meaning and purpose of supplemental educational services
  - A response form, including a reasonable due date for returning it to the school, for parents to indicate whether or not they want their child to participate in SES
- ☐ Please note that only one notification can be made prior to the beginning of the school year

### **Step 5 – Advertising and Partnering for SES**

- ☐ Advertising and partnering, to the extent practicable, with outside groups, such as faith-based organizations, other community-based organizations, and business groups, to help inform eligible students and their families of the opportunities to receive SES
  - Districts will need to show documentation that advertising of SES has occurred

### Step 6 – Notification Continues (Second and Third Notices)

- ☐ After the start of the school year, make a second and third documented notification to parents informing them of the SES tutoring option
  - Second notice must be made in early fall, at least 2-3 weeks after the first notification
  - Third notice must be made in late fall, **after** the first grading period
- ☐ Three notices (in addition to other specified criteria) are required before any funds can be reallocated

### Step 7 – Identify SES Participants

- ☐ From responses received, identify students to receive services
- ☐ If more low-income students/parents have requested services than you will be able to serve, run through your priority system to identify who will receive services
- ☐ Send a letter to all parents informing them if their child was identified as eligible or not eligible (if you had to go through the priority process)
  - The letter to parents whose students are eligible should include:
    - A description of the services, qualifications, and evidence of effectiveness for each available provider
    - A form for parents to return identifying if they still want services; this form may also include a space for parents to enter their first and second choices for SES providers from the state approved list

### Step 8 – Follow-Up on Providers Selected by Parents

- ☐ Compile a list of all providers parents have chosen
- ☐ If parents need assistance with choosing a provider, contact those parents to offer guidance in selecting a provider

### Step 9 – Contracts with Providers

- ☐ District, not provider, must initiate the contract
- ☐ Contact all SES providers parents have selected, develop agreements for services for each provider selected by parents, and obtain signatures on contracts
- ☐ Ensure contracts contains all required information

### Step 10 – Notify Parents that Services Can Begin

- ☐ When all SES providers have returned signed agreements, notify parents that they may now contact their preferred provider to begin receiving services or district may contact providers to begin services
- ☐ At this point, districts may share the names of the students who will be enrolled in their programs with the providers

### Step 11 – Communication

- ☐ Determine specific timelines for communication with the provider, making sure you are receiving regular reports on the progress of all students who are receiving SES

### Step 12 – Evaluation Process

- ☐ Evaluate the SES process to identify how the implementation of the supplemental services provision went at your school - identify specifically what worked well and what needs to be revised for next year

### Step 13 – Reporting to the NDDPI

- ☐ Submit reports to the NDDPI by June 30
  - Program Improvement Addendum
  - Supplemental Services Provider Annual Report (SFN 54254)